

Communication Via the CFF Subject Area Listservs

Classrooms for the Future invites you to collaborate with other CFF teachers from across the state of Pennsylvania.

We have created listservs for CFF English, Math, Science, and Social Studies teachers.

What is a listserv? It's a group of individuals with like interests who communicate about those interests via email. By simply filling in one email address for the listserv, your message will be sent out to all those individuals who subscribe to that listserv.

A listserv is:

- A place to network
- A place to get ideas
- A place to share successes
- A place to share challenges

Why Might you use a Listserv?

Suppose you are looking for a new approach to teaching a particular topic using the tools you received as part of CFF. You can write up a quick description – as general or specific as you like – and send it off to the listserv. In a matter of moments, you could get responses from colleagues across the state!

Maybe you've just had a wonderfully successful experience in your CFF classroom. You can share this success with other CFF teachers, who are teaching the same subject.

When you find a great resource for your subject, you can share it with others across the state. You can tell how you used it and why it worked.

CFF subject area listservs are a valuable means of communication. They offer you the opportunity to collaborate with teachers across the state. With an active subject area listserv, you'll have new ideas, new colleagues, and great resources.

Listserv Etiquette:

While it might seem "easy" to get an answer from the listserv, many of your CFF-specific questions should be directed to the person most able to answer them, for example:

- Your CFF Coach – your first stop
- Your district's technology support team for troubleshooting issues
- Other district resources

Replying to the Listserv

Due to the nature of these subject area listservs, clicking REPLY is the equivalent of REPLY ALL. As a result, it is absolutely necessary for you to include your signature in all emails to the listserv. This will allow (and encourage) other teachers to reply directly to you, rather than to the entire listserv. Your signature should include:

- Name
- Title
- District
- Phone Number
- Email Address
- Other pertinent addresses (Skype, website, blog, etc.)

When a teacher shares a great idea or a wonderful success, please thank or congratulate them privately.

Collaborative Spirit

In the spirit of collaboration, if you do receive responses privately, we request that you post a synopsis of the answers/suggestions in an appropriately-named email to the listserv. This will ensure that everyone gets to share in the great ideas.

Sharing Documents

If you are sharing documents with teachers across the project, remember that not everyone is using the same version of MS Office. So, if you are using Office 2007, please save to an earlier version, so that everyone can open the file! This may be true within your own district as well.

Which One of Those Messages is Important?*Clear Subject Lines*

Make sure other teachers find the emails that are pertinent to them.

Clue them in with a clear Subject Line, e.g. Beowulf (rather than: need a teaching idea)

Changing the Subject?

Please make sure you change the subject line.

Too Much Information? Try Mail Filters

Your CFF Coach can help you set up a filter on your email account, so that all of your listserv emails go to a particular folder in your inbox.

- First: Make a folder for your e-mail
 - Right click on your name
 - Click "new folder" then name your folder (example: CFF or CFF List)
- While logged into your e-mail, click on the "rules" link (lower left corner of screen)
- Click "new"
- Enter a rule name (example: CFF or CFF List)
- Where "from field contains" enter CFF
- Make sure that "move it to a specified folder" is selected
- Select your CFF folder that was created
- Save and close

CFF List Serve Links:

Cffenglish@mailinglist.caiu.org

Cffmath@mailinglist.caiu.org

Cffscience@mailinglist.caiu.org

Cffsocialstudies@mailinglist.caiu.org

To join a list:

Address an email to: listserv@mailinglist.caiu.org

The subject is ignored

In the BODY type: subscribe cffxxxx(the list) yourfirstname
yourlastname

Above all, enjoy the collaborative spirit of Classrooms for the Future.